



**MINUTES of the MEETING held on Monday, 14<sup>th</sup> March 2016 at 7.30pm  
at St. Mary's Church, Woughton on the Green**

2016/03/040

**Present:** Cllrs A. Humphries (Chair), S. Bennett, R. Kenyon, M. Blomley, J. Howson, P. McDonald, R. Grindley, P. Nash, R. Brown; & 7 members of the public.

Clerk: Julian Vischer

**1. Public Open Forum**

**Marilyn Long** (Woughton Park) enquired as to whether the Parish Council had had any input into Plan:MK. OWPC is in the process of responding to the consultation – and comments can be made on the website. Members of the public are entitled to respond under their own auspices via the Milton Keynes Council (MKC) consultation website.

**2. Procedural**

2.1. **Apologies** – None

2.2. **Declarations of interest by councillors** – None

2.3. **To agree the minutes of the OWPC Meeting held on 11<sup>th</sup> January 2016**

These were duly accepted as a true and accurate record. Proposer Cllr Brown, Seconder Cllr Kenyon Unanimous.

2.4. **Matters arising from these Minutes not covered elsewhere on the agenda**

2.4.1. *Parking on verges by the canal* – Richard Freeman had agreed to set up a local residents' group campaigning for the 'No Parking' signs on the verge.

2.4.2. *Gaps in the hedge alongside the canal towpath* – Cllr Howson reported that discussions were ongoing with the Canal & Rivers Trust but the volunteers were still waiting for the Trust to clarify what it might provide. Start date would be arranged once this was clear. The newsletter request for volunteers had received 4 offers of help. **Cllr Howson**

2.4.3. *The refurbishing of the Ball/Wall area, Newport Road* – local residents had responded positively to the consultation. The clerk reported that in spite of several requests for updates no news had been forthcoming from the Head of Waste and Environment, Andy Hudson. It was agreed that the clerk write formally requesting that matters move forward as the previously agreed end of February deadline had passed. **Clerk**

**3. Finance - Current situation and approval of the payments schedule**

**Summary Cash book position at 31 January 2016**

Main Current Account	20,848.32
Allotments Current Account	8,847.34
Business Reserve Account Rental deposits	2,377.01
Deposit Account	35,000.00
TOTAL	67,072.67



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<u>All figures exclusive of VAT</u>	<u>2015/2016 BUDGET</u>	<u>ACTUAL Y.T.D</u>	<u>Variance</u>	
<b>RECEIPTS - OPERATIONAL</b>				
Precept	9,104.00	9,139.39	35.39	
Interest		0.56	0.56	
HMRC refund				
Grants		500.00	500.00	
<b>Total Receipts</b>	<b>9,104.00</b>	<b>9,639.95</b>	<b>535.95</b>	
<b>PAYMENTS - OPERATIONAL</b>				
Administration costs	690.00	1,140.18	(450.18)	
Allotment expenses	5,904.00	4,937.59	966.41	
Allotment rental	(4,720.00)	(5,424.03)	704.03	
OWIS	408.00	460.54	(52.54)	
Audit Fees	450.00	100.00	350.00	
Chair's Expenses	103.00	57.65	45.35	
Community fund	773.00	396.20	376.80	
Dog bin clearance	1,753.00	1,912.40	(159.40)	
Grants - S137 (community)	250.00		250.00	
Insurance	308.00	293.23	14.77	
Staff Costs	3,381.00	3,569.41	(188.41)	
Training - Clerk/Councillors	515.00		515.00	
Reserves				
VAT refund				
<b>Sub-total (Operations)</b>	<b>9,815.00</b>	<b>7,443.17</b>	<b>2,371.83</b>	
<b>PAYMENTS - CAPITAL PROJECTS</b>				
Allotment Projects	2,040.00	247.50	1,792.50	
Projects	1,200.00	440.53	759.47	
<b>Total Payments</b>	<b>13,055.00</b>	<b>8,131.20</b>	<b>4,923.80</b>	
<b>Surplus</b>	<b>(3,951.00)</b>	<b>1,508.75</b>	<b>5,459.75</b>	
<b>MAIN</b>				
chq	date	category	gross amount	VAT to reclaim
dd	11-Jan	Google Apps	27.50	
047	8-Feb	AH Contracts - 8494 Dog Bins	188.50	31.42
048	8-Feb	Clerk's salary	242.61	
dd	11-Feb	Google Apps	27.50	
dd	11-Mar	Google Apps	27.50	
049	14-Mar	HMRC (incorrect 2013 PAYE)	330.78	
050	14-Mar	HMRC - PAYE	188.60	
051	14-Mar	Royal Mail Group - PO Box rental	252.00	42.00
052	14-Mar	AH Contracts - 8550 Dog Bins	188.50	31.42
053	14-Mar	Admin expenses	73.95	3.35
054	14-Mar	Gift	12.65	
055	14-Mar	Clerk's salary	303.46	
		<b>TOTAL</b>	<b>1,863.55</b>	<b>108.19</b>
<b>ALLOTMENTS</b>				
800001	7-Jan	Expenses - auger (re-staking)	37.24	6.21



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The above payments were approved. Proposer Cllr Bennett, Seconder Cllr Nash. Unanimous.

3.2 **Accounts software – update**

Rialtas Software was preparing the framework for the new accounts. The clerk is installing Windows 10 on his Apple/Mac computer which is not proving straightforward. Progress is being made.

3.3 **Appointment of Internal Auditor**

Following a discussion about choosing the same auditor as last year - the small local parish council clerks network or choosing Auditing Solutions from the previous year - it was agreed to end this 4 year term of the Council with an audit from Auditing Solutions. Proposer Cllr McDonald Seconder Cllr Howson.  
Unanimous. **Clerk**

4. **Allotments**

**Patch Report**

- 4.1 *Plot Staking* had recommenced.
- 4.2 *Water Borehole* – Les Burgess, chair of the Patch Allotment Association (PAA), secured a grant for £750 for a geological survey and the results of the survey had been sent to 6 companies to quote on drilling costs. Two responses had been received. One quoted around £11,000 and the other cast doubt over the sufficiency of water reserves to cater for the allotment's needs.
- 4.3 *Devolved Management* - A draft agreement has been drawn up and is in the process of being amended. The target deadline for final draft is the 3<sup>rd</sup> April PAA Committee meeting, followed by ratification at the next full meeting of the Parish Council. The agreement will then go out to consultation with plot-holders for potential transfer of the site management on October 1<sup>st</sup>. **Allotments Team**

5. **Environment**

- 5.1 **Legacy offer** – Cllr Bennett reported that the MK Council works team led by Robbie Caddock had been very helpful and committed to the project. The bench concrete foundation had been laid and would be painted green to merge into the grass. An opening event would be organized.
- 5.2 **Environment Log** – The Log, issue 24, had been circulated prior to the meeting but formatting issues had occurred for councillors printed copies. Hard copies were available at the meeting. The return of the road flooding issue, nicknamed the Woughton Lagoon, had been logged. Cllr McDonald advised that MKC had a solution but implementation was unlikely to be a priority.
- 5.3 **Planning comment**  
*Update on Previous Planning Applications –*
  - 5.3.1 15/02792/CLUP 12 Braunston Woughton Park, Conversion of the garage to habitable living accommodation, single storey rear extension and side conservatory. *Unlawful use.*
  - 5.3.2 15/03082/FUL Mercure Parkside Hotel Newport Road, Two storey and single storey extensions to provide 29 additional rooms, single storey extension to existing restaurant with associated external landscaping and car parking alterations (resubmission of 15/02031/FUL). *Refused.* 15/03083/LBC Mercure Parkside Hotel Newport Road, Listed building consent for two storey and single storey extensions to provide 29 additional rooms, single storey extension to existing restaurant with associated external landscaping and car parking alterations (resubmission of 15/02032/LBC) *Refused*



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**Planning Applications since last meeting -**

- 5.3.3 16/00119/FUL 2 Bellis Grove Woughton On The Green. Demolition of existing conservatory and erection of replacement single-storey rear extension, erection of front porch, enlargement of front kitchen window and replacement link extension between house and annexe (alternative scheme with flat roof and lantern light to rear extension) (Resubmission of 15/01110/FUL). No comments or objections.
- 5.3.4 16/00167/FUL St Mary's Church Newport Road Woughton On The Green, Reinstatement of weathervane at the top of the tower. It was agreed to support this proposal, not simply to 'not object'.  
**Clerk**
- 5.3.5 16/00300/NMA Mercure Parkside Hotel Newport Road Woughton On The Green, Non material amendment to application 15/00799/FUL for the addition of a fire exit door in the new corridor area and x 3 door height glass panels in pvc. No comments or objections.
- 5.3.6 Licensing Variation Application – Mercure Parkside Hotel, Variation of Premises Licence: To update the premises licence plan and include existing licensable activities and their timings into the extended area (Garden suite function room). It was agreed to request that as a condition of granting the licence if music were played on these extended premises in the evening and at night that the exterior doors be kept closed.  
**Clerk**
- 5.3.7 HIMO - Cllr Howson reported that following refusal of the retrospective planning approval for the HIMO on Passmore, the 6 month period of appeal had been extended by a week for the owner to submit his response.
- 5.4 **Village Green status –**
- 5.4.1 The Paddocks – Cllr McDonald reported that this was due to be considered on 16<sup>th</sup> February by the Regulatory Committee with a recommendation for refusal on technical grounds. Cllr Bennett offered to attend the Full Council Meeting scheduled for 23<sup>rd</sup> March where Village Green policy would be raised.
- 5.4.2 Passmore – The 1<sup>st</sup> February deadline for voluntary registration had now passed and it would be tabled for discussion on March 16<sup>th</sup>.
- 5.4.3 Woughton Park – The 1<sup>st</sup> February deadline for voluntary registration had now passed and it would be tabled for discussion on March 16<sup>th</sup>.
- 5.4.4 The Green – The submission had been acknowledged on 2<sup>nd</sup> March validated and passed as viable. Statutory notices had been issued to invite comments.
- 5.4.5 The Orchard – Cllr Brown reported that this application was almost ready for submission. **Cllr Brown**
- 5.5 **Sports Field Right of Way** (playing fields) – Cllr McDonald reported that this matter was awaiting the action of Andy Burton Rights of Way officer.
- 5.6 **Land to side of St. Mary's Church** - The clerk reported that he was awaiting confirmation (from Andy Burton Rights of Way officer) that this would now be integrated into the litter-picking schedule. **Clerk**



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## 6 Communications

- 6.1 **MK 50 celebration plans** – to be carried forward.
- 6.2 **New website** – Cllr Nash reported that the new website had been live online since 5<sup>th</sup> March. The site could still be adjusted and more ideas incorporated; more photographs would be welcome. The old website name had been used for the new site so the old one was now unavailable. Clerk to end contract and notify Webeden.
- 6.2.1 A vote of thanks for all the time and effort Cllr Nash had already spent on the project was proposed by Cllr Howson and seconded by Cllr Bennett, agreed by all.
- 6.2.2 A discussion followed concerning the editorial managing of the site which currently comprised the dual control of Cllr Nash and the Clerk who had as yet to be initiated into the technical operation of the site. It was agreed that prior to drawing up some editorial guidelines all councillors should examine the website and decide if the management decisions taken so far seemed appropriate. A formal approach to the deadline prior to meetings for posting papers needed to be established. It was agreed that the three forms of communication – the website, the newsletter and the Friends Page should operate in a symbiotic fashion.  
**All Councillors/Clerk**
- 6.3 **Reports to note on any outside meetings** attended by Councillors/Clerk – The clerk reported on the Clerks' training for the May Election and handed round the Nomination Papers and Guide. These were also available electronically from the clerk. Papers were to be submitted to the Returning Officer by hand between March 24<sup>th</sup> and April 7<sup>th</sup>. The clerk offered to deliver Forms on behalf of councillors if they wished; the clerk offered to supply electoral roll numbers.
- 6.4 **Correspondence** – in addition to that circulated by email to all councillors –  
An offer for bulk purchase of medallions celebrating the Queen's 90<sup>th</sup> birthday (from the Tower Mint) had been received. This was not taken up.  
A NHS Consultation document had been received regarding the proposed closure of the emergency drop-in part of the Broughton Health Centre. It was agreed not to respond as a Parish Council.  
Plan:MK hard copies were circulated – this consultation was being responded to via email.
- 6.5 **Newsletter** – Cllr Howson stated that she intended to publish the next issue before the end of the current Parish Council's term. Articles so far included: Woughton Park 'Christmas dinner'; installation of the new bench; dates for the mobile library visits; updates on the various Village Green applications; Canal & Towpath volunteer work update; Election information.
7. **Date and Time of Next Meeting** – 11<sup>th</sup> April 2016 Parish Annual Meeting at St. Mary's Church, Woughton-on-the-Green at 7.30pm.  
First meeting of the newly elected Parish Council 9<sup>th</sup> May 2016 at St. Mary's Church, Woughton-on-the-Green at 7.30pm followed by the first Ordinary Meeting.

**Meeting closed at 9.05pm**

*Signed*

*date*